

SUPERVISING MANAGEMENT AUDITOR



State of California
**DEPARTMENT
OF JUSTICE**
P.O. Box 944255
Sacramento, CA 94244-2550

DEPARTMENTAL PROMOTIONAL SPOT SACRAMENTO

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE

Aug 9, 2013- Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

WHO CAN APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Other employees who meet the following criteria may also apply: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990; **OR** 2) an exempt employee meeting the criteria defined in GC Section 18992 **OR** 3) Persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.

NOTE: Applicants who qualify under #3 must submit a copy of Form DD214 along with their Standard State Application (STD. 678)

HOW TO APPLY

All applicants **MUST** submit a Standard State Application and Statement of Qualifications (SOQ). An SOQ is a narrative discussion of how the candidate's education, training, and experience meet desirable qualifications and qualifies them for the position. Resumes do not take the place of SOQs. Applicants who do not submit an SOQ may be disqualified.

Examination Application Forms (STD. 678) may be downloaded from the California Department of Human Resources website at (www.jobs.ca.gov). Applications and SOQs must be mailed to or filed in person with:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 7th Floor
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES, ONLINE, VIA INTER-AGENCY MAIL OR FAX.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE

\$6779.00 - \$7847.00

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

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ELIGIBLE LIST INFORMATION	<p>A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><u>All applicants must meet the education and/or experience requirements for this examination by the final filing date.</u> All applications/resumes must include “to” and “from” employment dates (month/day/year), time base, and applicable civil service classification title(s) with a detailed description of duties.</p>
MINIMUM QUALIFICATIONS	<p style="text-align: center;">Either I</p> <p>One year of experience in the California state service performing professional auditing or accounting duties in a class with a level of responsibility not less than that of a Senior Management Auditor; or two years of experience in the California state service performing professional auditing or accounting duties in a class with a level of responsibility not less than that of Staff Management Auditor.</p> <p style="text-align: center;">Or II</p> <p><u>Experience:</u> Five years of experience in a professional accounting, auditing, or examining position, at least two years of which shall have involved the direction of a large and complex independent and comprehensive post audit program (the term "comprehensive" implies examination of the entire fiscal operations rather than a specialized or limited segment), or four years of experience in a management consultant position, at least two years of which shall have involved the direction of a large management consultant program. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class at a level of responsibility not less than that of Staff Management Auditor.) and</p> <p style="text-align: center;">And</p> <p><u>Education:</u> Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, or economics and with a minimum of six semester units of accounting. Registration as a senior in a recognized institution will admit applicants to examinations for Staff Services Management Auditor but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.</p>
POSITION DESCRIPTION	<p>This position either (1) is responsible for long-range planning, directing, and coordinating the total audit activities of several State agencies or large State organizations; or (2) directs and is responsible for the total management audit activities of an internal audit program in a State department requiring management audits of several large internal governmental programs, or agencies under contract.</p>
SPECIAL CHARACTERISTICS	<p>Ability to qualify for a fidelity bond and willingness to travel and work away from the headquarters office.</p>

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**EXAMINATION
INFORMATION**

The examination will consist of a Statement of Qualifications (SOQ) evaluation. The SOQ will be used to evaluate your education and experience as it relates to the Desirable Qualifications and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The SOQ will be the only basis for your final score and rank on the eligible list. A minimum rating of 70% must be attained to obtain list eligibility. Competitors who do not submit an SOQ may be eliminated from the examination.

The SOQ should be typed, no more than one or two pages in length with a font size no smaller than 12 point, and shall include the following topics:

1. Experience with the field of financial and program audits and business management.
2. Experience with and knowledge of state policies & procedures, laws and rules relative to both financial and programmatic audit principles and practices.
3. Experience with long-range planning, directing and coordinating the total audit activities of a section/unit, including the execution and evaluation of audits and the preparation and presentation of reports related thereto.
4. Experience in and knowledge of supervisory guidelines and leadership techniques.
5. Knowledge and experience with carrying out, State and departmental equal employment opportunity, affirmative action, recruitment and retention policies and procedures effectively.

STATEMENT OF QUALIFICATIONS ---- WEIGHTED 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Knowledge of principles and practices of organizational management, accounting, and auditing.
2. Knowledge of effective supervisory principles, practices, and techniques to appropriately and effectively plan, oversee, and direct the work activities of subordinate staff.
3. Knowledge of program planning and evaluation.
4. Knowledge of effective supervisory principles, practices, and techniques to appropriately and effectively plan, oversee, and direct the work activities of subordinate staff.
5. Knowledge of the uniform accounting system and basic accounting principles.

Skill to:

1. Skill to communicate effectively in writing as appropriate for the needs of the audience
2. Skill to effectively communication, verbally, regarding audit and business-related topics to a wide variety of audiences.

Ability to:

1. Ability to plan, organize, and direct the work of a small group of auditors engaged in management audits.
2. Ability to plan, organize, and direct the work of a staff engaged in a variety of complex, technical, management audits
3. Ability to plan, organize and direct the work of a group of auditors engaged in management/financial audits, assume responsibility for complex audit studies.

**VETERANS
PREFERENCE/
CAREER CREDITS**

Veterans' Preference Credits or Career Credits will not be granted in this examination.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.oag.ca.gov) California Department of Human Resources website at (www.jobs.ca.gov) and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
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SACRAMENTO, CA 94244-2550
(916) 324-5039